

EMERGENCY SOLUTIONS GRANT (ESG)
DCA PATHWAYS COMPASS / ALICE Policy
2013-2014

SET UP REQUIREMENTS

1. Ensure correct agency name in HMIS. Work with Pathways staff to ensure that agency name on ESG application matches agency name in HMIS. Some agencies may need to provide DCA staff with explanation.
2. All agencies must have at least one user designated as the Agency Administrator of HMIS and it is encouraged that you have more than one user on the system. In addition to recording data and agency configuration on HMIS, this user should be able to ensure data completion and data quality.
3. Participate in trainings or utilize online tutorials offered by Pathways Community Network Institute as relevant (confidentiality, agency administration, data cleaning, etc.)
4. Establish unique program in HMIS.
5. Establish bed and unit inventory in HMIS (shelter and transitional housing programs only).
6. Establish program discharge follow-ups per contract obligations (90 and/or 180 days).

4a Establish Unique Program in HMIS according to Program type**

Program name- should be the same program name included in ESG application. If establishing a new program in HMIS, please use the following naming convention based on program type:

“DCA-ESG13-14 (ES, TH, RRH, OR, Prev., Services) Program name”

Program type

Primary site

Expected length of stay

5a Establish Bed and Unit Inventory in HMIS (ES, TH only)***

Number of households with children and without children

Bed type

Availability of housing/beds

Target population A

Target population B (can be listed as N/A)

DATA REQUIREMENTS

A. Universal Data Elements - Required for all individuals in all program types

Social Security Number

Date of Birth

Race

Ethnicity

Gender

Veteran Status

Disabling Condition

Residence Prior to Program Entry

Zip Code of Last Permanent Address

Housing Status

Program Entry Date

Program Exit Date

B. Program Level Data Elements Standards - Required for all individuals in all program types

Amount and Sources of income

Sources of Non-Cash benefits

Physical Disability

Developmental Disability

Chronic Health Condition

HIV/AIDS

Mental Health

Substance Abuse

Domestic Violence

Destination

Financial Service provided

Housing Relocation & Stabilization Services Provided

Examples are:

- Case Management
- Outreach and Engagement
- Housing search and placement
- Legal Services
- Credit Repair

Date of Contact (Outreach only)

Date of Engagement (Outreach only)

REQUIRED SCREENS IN HMIS

A. Client Menu

- General Information (Data Elements)
- Household (Household Composition)
- Finance (Income and Non-Cash Benefits)
- Veteran (if applicable)
- Special Needs
- Employment

B. Client Visit Menu

- Services (Services Provided and Referrals)
- Programs (Follow-ups and Outcome, Program-level data cleaning)
- Assessments (Barriers to Housing Stability)
- Progress (Client Goals and Client Status Indicators)

HOUSING SUPPORT STANDARDS

A. Barriers to Housing Stability-required for all except some services, outreach programs.

B. Client Status Indicators and Client Goals -entered at entry and discharge, updated throughout enrollment.

C. Program Discharge Follow-Ups – 90 and/or 180 days after consumer is discharged from program.

**Training and technical assistance (TA) for HMIS is provided by Pathways Community Network Institute and can be accessed Monday-Friday from 8:30 A.M. through 4:30 P.M via phone at (404) 819-3638 or email at april.lockett@pcni.org.*